



NOTICE OF CONVICTION FOR A VIOLATION OF A MOTOR VEHICLE LAW

Driver's Name: _____
Last First Middle

Current Home Address _____
City, State, Zip Code

Driver's License Number _____ Date of Birth _____

COMMERCIAL DRIVER'S LICENSE ONLY

State employees who are required, as a condition of ongoing employment, to have a Commercial Driver's License (CDL) must notify their employer of any motor vehicle law convictions (other than parking violations). Notification must be made not later than 30 calendar days after conviction.

PROVIDE THE FOLLOWING INFORMATION TO YOUR IMMEDIATE SUPERVISOR IF YOUR JOB REQUIRES A COMMERCIAL DRIVER'S LICENSE AND YOU WERE CONVICTED FOR A VIOLATION OF A MOTOR VEHICLE LAW.

Type of Violation _____ Date of Violation _____

Enforcement agency that issued citation
(examples: City of Des Moines, Iowa State Patrol) _____

Location of Violation _____
City State

Citation No. _____ Date of Conviction* _____

Was the violation in a commercial motor vehicle? Yes ☐ No ☐

* Conviction means judgment of guilty, guilty plea, or payment of fine.

ALL DRIVER'S LICENSES (Operator, Commercial, Chauffeur, etc.)

State employees who are required, as a condition of ongoing employment, to have a driver's license of any kind must notify their employer when their driver's license is suspended, revoked, cancelled, or the driver is otherwise disqualified from operating a motor vehicle. Notification must be made before the end of the business day following the date the employee received notice of the loss of driving privileges.

PROVIDE THE FOLLOWING INFORMATION TO YOUR IMMEDIATE SUPERVISOR IF YOUR DRIVER'S LICENSE WAS SUSPENDED, REVOKED, CANCELLED, OR YOU WERE OTHERWISE DISQUALIFIED FROM OPERATING A MOTOR VEHICLE.

Type of Action _____ From _____ To _____
(suspended, revoked, cancelled, etc.) Date Date

Driver's Signature _____ Date: _____

Supervisor's Signature _____ Date: _____